



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the full-time (35 hours/week)

Administrative Assistant Assessor's Office

Starting Salary Range: **\$24.86-\$29.20 / hour**
Excellent Benefits Package

The **REQUIRED** Town of Lexington *employment application form* must be received in
Town's Human Resources Department Office
Applications will be accepted until the position is filled.

GENERAL SUMMARY:

Under the supervision of the Office Manager/Administrative Assessor, this position performs a variety of clerical, administrative, and customer service work to support the overall operations of the Assessing Division of the Finance Department.

ESSENTIAL JOB FUNCTIONS:

- ◆ Assists the public at the front counter in person, via email, and by telephone. Answers questions, provides information, and refers unresolved matters to the appropriate staff member.
- ◆ Handles motor vehicle abatement paperwork at counter, and inputs data into computer software, processes Motor Vehicle Excise commitments/voids.
- ◆ Reviews and enters property transactions/deeds to Computer Assisted Mass Appraisal (CAMA) software (Vision software), checking new data against existing property record cards and Town maps for accuracy.
- ◆ Reviews and enters additional conveyances and address changes into CAMA, into financial billing software (Munis software), amends data in M/S Excel spreadsheets, and provides monthly reconciliation reports to Finance Department as directed.

- ◆ Accepts applications for various municipal programs, and describes state or local policies to public as directed. Under direction of the Office Manager/Administrative Assessor, reviews confidential taxpayer applications to determine eligibility for Community Preservation Act (CPA), Tax Deferrals, and all other Massachusetts State defined tax relief, reductions, or exemptions.
- ◆ Prepares “Abutters’ Lists” for applicants by certifying the list of affected property owners once the origin property and distance has been specified by various originating Town offices.
- ◆ Maintains inventory of office equipment and supplies, and may place orders for such materials, if directed. Interacts with suppliers/technicians of contracted equipment maintenance (i.e. printer repair) and other services. Assists in maintaining a variety of confidential print and electronic files and records.
- ◆ Performs basic office tasks including typing, filing, copying, scanning, and/or editing various reports and documents, organizing handouts for the public, and shredding confidential materials as directed. Processes incoming and outgoing postal mail. Prepares petty cash turnover as directed.
- ◆ Sets up office meetings for administrative purposes, and schedules field visitation appointments for valuation purposes as directed. Provides back-up coverage for other administrative workers in the Assessor’s Office.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None

MINIMUM EDUCATION & EXPERIENCE:

High School diploma (GED, or equivalent), plus a minimum of five (5) years of increasingly responsible administrative support, municipal finance, and/or customer service work experience.

DESIRED EDUCATION & EXPERIENCE:

College courses completed or diplomas, private sector training real estate, banking, surveying, or engineering holding a Notary Public designation; office administration employment related to municipalities, and/or experience in using Computer Assisted Mass Appraisal (CAMA) software [such as Vision or Patriot], payroll programs, or financial GL/AP/AR and/or billing software [such as Munis].

PREFERRED QUALIFICATIONS:

Knowledge of:

- ◆ Modern office procedures, methods, and computer equipment.
- ◆ Typical computing software: M/S Office Suite (Outlook, Word, Excel, PowerPoint, Access, etc.)
- ◆ Business letter writing and basic report preparation techniques.
- ◆ Principles and procedures of record keeping and filing.

- ◆ English language usage (spelling, grammar, and punctuation).

Ability to:

- ◆ Effectively handle close contact with co-workers and frequent interaction with the taxpaying public.
- ◆ Multi-task, concentrate, and perform administrative support services in a busy environment.
- ◆ Remember with clarity a variety of task instructions, municipal law, and preferred procedures, etc.
- ◆ Operate computers and various software necessary for performing assigned duties.
- ◆ Type words and numbers at a speed necessary for successful job performance.
- ◆ Work well independently in any temporary absence of supervision.
- ◆ Communicate clearly, both orally and in writing, and maintain effective work relationships.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a standard office environment, not subject to extreme variations of temperature, noise, odors, etc.. Operates computer, printer, photocopier, postage machine, fax machine, telephone, and other basic office equipment. Work requires extended periods of sitting, reaching, typing, and mouse cursor use, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects weighing up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to complete a Town employment application form, available from the Internet at www.lexingtonma.gov, emailing: jobs@lexingtonma.gov, calling: (781) 698-4593, or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

**Applications must be received in the Town's Human Resources Department Office
Applications will be accepted until the position is filled.**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interests of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:

Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4593